



CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

“Honoring California’s Veterans”

The benefits of working for Veterans Affairs includes easy light rail access, an on-site exercise facility and knowing that you support the Agency’s mission of “Promoting and delivering the benefits provided by the grateful State of California to its deserving veterans and their families”.

SUPERVISING PROPERTY AGENT

Permanent, Full –Time

\$6,457.00-\$7,118.00 Monthly

**Location: Department of Veterans Affairs
Farm and Home Division- Administration
1227 O Street Sacramento, CA 95814**

Final File Date: Until Filled

***This position is pending hiring freeze exemption approval**

Who Should Apply:

Current State employees in this classification or those who are eligible on a certification list, transfers or reinstatement may apply for this vacancy.

NOTE: APPOINTMENT IS SUBJECT TO SROA/SURPLUS PROVISIONS. PLEASE ATTACH YOUR SROA/SURPLUS LETTER TO YOUR APPLICATION AND INDICATE THAT YOU ARE ON SROA/SURPLUS STATUS IN THE “APPLYING FOR” SECTION OF THE STD 678 EXAMINATION/EMPLOYMENT APPLICATION. APPLICATIONS WHICH INDICATE SROA/SURPLUS STATUS WILL BE GIVEN FIRST PRIORITY.

THE SALARY LISTED FOR THIS CLASSIFICATION WILL BE ADJUSTED TO COMPLY WITH THE PROVISIONS OF THE 2010 PERSONAL LEAVE PROGRAM.

If you are not a current State employee or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at www.calvet.ca.gov, or to view examinations offered by all State departments, please visit the State Personnel Board’s website at www.jobs.ca.gov.

HONORABLY DISCHARGED VETERANS WHO MEET THE REQUIREMENTS LISTED ABOVE ARE ENCOURAGED TO APPLY.

Duties and Responsibilities:

Under the direction of the Division Chief, the Supervising Property Agent oversees, directs and organizes a major operational area of the CalVet program and the CalVet District Offices.

Plan, direct, and coordinate the activities of Loan Processing Operations and the District Offices and supervises Unit Managers. These activities include Administrative Services, Loan Processing and Escrow Unit functions, oversight of the Field Offices; monthly field office visits are required. Meet with the Unit Managers to provide direction and communication.

Review, monitor and evaluate Loan Processing Operations for the Cal-Vet Loan Program. Provide guidance and establish such controls and policies that are necessary to ensure that the procedures used to comply with the interpretation of policy in the Division are in full compliance with the Department’s standards. Initiate corrective action when necessary. Review and analyze reports.

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Duties and Responsibilities (cont):

Establish and maintain contact and professional relationships with the real estate industry, veteran's organizations, contract holders, and other public and governmental entities. Develop and maintain relationships with subordinates as well as CDVA Executive staff and other Units.

Perform special projects as needed from time-to-time by the Division Chief. Review and analyze cash availability to determine funding capability for CalVet loans. Participate in intra-departmental committees related to the CalVet Loan program, and assist in the planning for bond sales and interest rate changes. Assist the Division Chief in strategic planning, developing budgets, policies, guidelines, and regulations for the Division, as well as provide input as to legislative needs. Lead Committees, prepare/present presentations, and communicate in a professional and effective manner both verbally and in writing.

How To Apply:

Visit the State Personnel Board (SPB) website at: www.jobs.ca.gov, to download the application. Submit your completed and signed State Application (Std. 678), and resume to: **Department of Veterans Affairs, Human Resources Division, 1227 "O" Street, Room 404, Sacramento, CA 95814, Attn: Rashida Parker – M80 #030 11/12. To expedite recruitment efforts, please attach a copy of your eligibility/exam results to your application.** All State applications must be postmarked no later than the final filing date.

Note: In the Explanations section on the State application, you must clearly indicate the basis of your eligibility, i.e., list, transfer, SROA, Surplus, Re-employment, Reinstatement or Training and Development Assignment. Failure to do so could result in being rejected from the interview process. In addition, you must reference position #831-101-5098-001.

Questions:

If you have any questions, request information concerning this posting, need assistance in the application process, or require any type of Reasonable Accommodation, please contact **Rashida Parker, Human Resources Office, at (916) 653-2209. TDD: (916) 653-1966.**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SUBJECT TO SCREENING AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. 831-101-5098-001 RELEASED: 8.26.11